

**Virginia Domestic Violence Victim Fund
Program Guidelines and Application Procedures
Grant Period: July 1, 2005 to December 31, 2006**

Introduction

In 2004, the Virginia General Assembly passed legislation creating the Virginia Domestic Violence Victim Fund (VDVVF). The Department of Criminal Justice Services (DCJS) was designated as the administering agency for this fund. Therefore, pursuant to §§ 9.1-116.1 of the Code of Virginia, DCJS is announcing the availability of funding to assist in protecting and providing necessary services to victims of and children affected by domestic violence, sexual abuse, stalking, and family abuse.

Approximately \$1.5 million will be distributed to local attorneys for the Commonwealth for the purpose of funding the cost of additional attorneys or to further dedicate existing resources to prosecute felonies and misdemeanors involving domestic violence, sexual abuse, stalking, and family abuse. Awards to prosecutors will be distributed based on the size of localities and average domestic violence and sexual assault caseloads reported to the Supreme Court over a three-year time period. Eligible applicants will be determined based on a formula and will be notified by DCJS if they qualify for funding.

Approximately \$1.5 million will support programs in state agencies, local units of government, and non-profit programs that provide services to victims of and/or children affected by domestic violence, sexual abuse, stalking and family abuse. These funds will be awarded through a competitive grant application process.

These guidelines were developed for organizations that wish to apply for funds available through the competitive grant application and review process. Awards to fund local attorneys for the Commonwealth for the purpose of supporting the cost of additional attorneys or to further dedicate existing resources to prosecute felonies and misdemeanors involving domestic violence, sexual abuse, stalking, and family abuse will be made through a separate process (see above).

Funds awarded during this cycle will be for the eighteen-month period July 1, 2005- December 31, 2006. For subsequent funding cycles, applications will be submitted for twenty-four month periods, and awards will be made on a calendar year cycle (January 1 to December 31).

These guidelines provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms, including a need justification and project goals and objectives. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

Sources of Funding and Amount Available

The Virginia Domestic Violence Victim Fund supports this grant program.

It is anticipated that approximately \$3 million will be available to support programs for the eighteen-month period July 1, 2005 to December 31, 2006. Approximately \$1.5 million is available through the competitive grant process.

The amount is dependent upon deposits into the Virginia Domestic Violence Victim Fund. These funding amounts are based on the information available to DCJS at the time of publication. These figures are estimates and may change.

Applicants submitting proposals through the competitive grant process may request a maximum award of \$75,000 for the eighteen-month period July 1, 2005 to December 31, 2006.

Applicants are strongly encouraged to request only the absolute minimum amount necessary to implement programs. For example, personnel costs for a part-time or full-time staff person and minimal, necessary operating expenses, including travel and supplies, are reasonable program costs.

To promote the retention of project staff, applicants are encouraged to request competitive salaries.

Eligibility

Virginia Domestic Violence Victim Fund grants are available to state agencies, local units of government, and non-profit programs that provide services to victims of and/or children affected by domestic violence, sexual abuse, stalking and family abuse. Eligible applicants include law enforcement agencies, victims' services programs, and programs that provide civil legal assistance. Public college and university campus programs are eligible to apply, as are private, non-profit hospitals.

Grant funds **may not** be used to support programs for perpetrators.

Priorities for Funding

As funds permit, DCJS will award up to 10% of the amount available through the competitive process for one-time projects, such as development of a SART protocol, training initiatives, resource development, or major equipment purchases directly related to providing or enhancing services to victims of domestic violence, sexual abuse, stalking and family abuse.

As funds permit, DCJS will award at least 25% of the amount available through the competitive process to applicants from rural jurisdictions.

In addition to the purposes outlined in §§ 9.1-116.1 of the Code of Virginia, the following priorities have been identified:

- Initiatives that will provide victim advocates in localities that receive DCJS funding for prosecutors that specialize in cases involving domestic violence, sexual assault, stalking and family abuse
- Initiatives that provide services to victims of sexual violence, particularly those projects specializing in adult, non-stranger sexual assault
- Initiatives that provide services to children who are impacted by domestic violence and/or sexual assault
- Initiatives that provide training on collaboration and/or on developing, implementing, and maintaining an effective coordinated community response for local authorities and programs working with victims of and children affected by domestic violence, sexual abuse, stalking, and family abuse
- Initiatives that develop or improve protocols for forensic examination and evidence collection in cases that involve domestic violence, sexual abuse, stalking, or family abuse. Grant funds cannot be used to pay for the cost of PERK exams.
- Initiatives that address intimate partner violence, sexual violence, and stalking on college and university campuses
- Initiatives that develop and/or strengthen law enforcement response to domestic violence, sexual assault, stalking, and/or family abuse
- Initiatives that seek to improve services to underserved populations, including victims in the following categories:
 - Geographic: rural areas, tribal areas
 - Racial/Ethnic minorities: African-American, Asian-American, Pacific Islander, Hispanic, Native American, other
 - Non-English speaking victims: Spanish-speaking, Asian language-speaking, other
 - Other special needs: mentally/emotionally challenged, physically/medically challenged, older women, migrant farm workers, immigrants, women at risk, and people who self-identify as lesbian, gay, bisexual, or transgender

Program Requirements

Non-supplantation: VDVVF funds **may not be used to supplant** state, local or other funds which would otherwise be available for the same purpose. Instead, grant funds must be used to **increase** the total amount of funds used to support domestic violence, sexual assault, stalking, and family abuse services. State, local or other funds currently allocated to prosecute domestic violence, sexual assault, stalking, and family abuse cases, or to provide services to victims of or

children affected by these crimes may not be reallocated to other purposes, if a VDVVF grant is awarded.

All programs are required to comply with the General Grant Conditions and Assurances (Attachment 3).

Grant Period

This first cycle of VDVVF Grants is for the eighteen-month period July 1, 2005 through December 31, 2006. Applicants should submit one grant application cover sheet and itemized budget for the entire eighteen-month period.

For subsequent funding cycles, applications will be submitted for twenty-four month periods, and awards will be made on a calendar year cycle (January 1 to December 31).

Staffing Limits

Applicants are strongly encouraged to request only the absolute minimum number of staff necessary to implement programs. To promote the retention of project staff, applicants are encouraged to request competitive salaries.

Matching Funds

Grant applicants are not required to provide matching Funds.

Evaluation and Reporting

All grant-supported programs are required to complete and submit Project Progress Reports and Quarterly Financial Reports by the 12th working day after the close of each quarter. On-site monitoring visits of grant programs will be conducted.

NOTE: Programs will be required to report on the services they have provided, and to document progress on other program objectives.

Information on reporting requirements, including necessary report forms, can be downloaded from the DCJS website (www.dcjs.virginia.gov) beginning April 1, 2005. This information will also be distributed with the grant award package.

Financial Reporting:

The Grants Administration Section of DCJS has developed the Grants Management Online Information System to manage financial reporting. Quarterly financial reports and requests for funds must be completed on-line. Additional information about the on-line reporting system can be found at www.dcjs.org/onlineServices/.

Deadline

An original and three (3) unbound copies of the grant application must be received by DCJS by **4:30 p.m. on Friday, April 15, 2005**. They should be submitted to:

Department of Criminal Justice Services
Attn. Janice Waddy
805 East Broad Street, 10th Floor
Richmond, Virginia 23219

Late applications will not be accepted. Faxed or electronic applications will not be accepted. Applications may be hand-delivered or mailed.

Review Process

Victims Services Section staff, Grants Administration Section staff, and non-DCJS staff will review all applications. Based on the amount of funding available, the priorities outlined in these guidelines, the number of applications received, and the quality and completeness of applications, the grant review committee will make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The subcommittee will meet to review the recommendations and will make final recommendations for consideration by the full CJSB in June 2005.

If the subcommittee of the CJSB recommends for substantive reasons that an application not be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. Applications denied due to insufficient funds cannot be appealed. The Grants Administration Section will notify any applicants eligible for appeal.

The recommendations of the appeals panel will be presented to the CJSB for final action. Based on the final approval of the CJSB subcommittee and the CJSB, awards for the eighteen-month grant period July 1, 2005 to December 31, 2006 will be issued in late June 2005. Fiscal and programmatic revisions may be required as a condition of funding.

Availability of Guidelines on the Internet

VDVVF guidelines for the grant period July 1, 2005 to December 31, 2006, including the necessary grant application forms and instructions, may be downloaded from the DCJS website beginning March 1, 2005 at <http://www.dcjs.virginia.gov/>.

Technical Assistance and Training

To assist applicants in their grant preparation, DCJS will be conducting Grant Application Training on Friday, **March 18, 2005**. The training will be held at the Holiday Inn Select Koger Center Hotel and Conference Center in Richmond, Virginia. The Grant Application Training will begin at **9:30 a.m.** and will conclude at approximately 3:00 p.m.

The cost of the training is \$15. Lunch will be provided. Advance registration is required and is due by March 15, 2005. Registration information for the training can be found at <http://www.dcjs.virginia.gov>.

Due to space restrictions, the grant application training will be limited to 125 participants. Register as soon as possible to confirm your attendance at the training.

Victims Services Section staff are available to provide technical assistance and information regarding the guidelines, the application procedures, and the training. Should you have questions, please contact:

Nikole Lewis
Domestic Violence Victim Fund Coordinator
(804) 786-5367 or Nikole.Lewis@dcjs.virginia.gov

Deb Downing
Assistant Section Chief
(804) 371-8635 or Deb.Downing@dcjs.virginia.gov

Please print a copy of the grant guidelines and attachments and bring them with you to the training. Copies of grant guidelines and attachments will NOT be available at the training.

Required Elements

To assist applicants in submitting complete applications, a checklist has been included as Attachment 4. The components of the application must be submitted in the same order as the checklist.

The guidelines indicate how each section of the application will be weighted during the review process. The budget narrative and sections of the project overview will be scored for a possible total of 100 points.

Applications must include page numbers. Applications should be double-spaced and typed in Arial 12 font.

Copies of all forms can be found on the Internet at <http://www.dcjs.virginia.gov>.

Complete grant applications should contain:

1. A completed and signed DCJS Grant Application Cover Sheet (Attachment 1A). The Project Administrator must sign these documents.
2. A completed itemized project budget (Attachment 1B) and a budget narrative for the eighteen-month period July 1, 2005 through December 31, 2006.
3. A comprehensive project description. Instructions for completing this section can be found on **pages 12-15**.

This section should include:

- Project Overview (see **pages 12-13**)
 - Need Justification (see **page 13**)
 - Goals and Objectives (see **pages 13-14**)
 - Implementation Plan (see **page 14**)
 - Timeline
 - Organizational Chart
 - Evaluation Plan (see **page 14**)
 - Survey
 - Cooperative Agreements (see **page 15**).
4. Completed and signed General Grant Conditions and Assurances (Attachment 3). The Project Administrator must sign this document.
 5. 501(c)(3) confirmation letter (nonprofit agencies only).
 6. Copy of the most current (FY 2003 or FY2004) financial audit (non-profit agencies only).

Instructions for Completing the Cover Sheet and Itemized Budget

Applicants should submit one grant application cover sheet and itemized budget for the entire eighteen-month period.

Applicant:

List official name of local program or state organization applying for the grant (this may be the same as the Program Title).

Local, public agencies, such as law enforcement agencies, must apply through their local unit of government.

Jurisdiction(s):

List all primary localities to be served or, if appropriate, indicate “statewide.”

Program Title:

Indicate the name of the program or organization (this may be the same as the Applicant).

Grant Period:

List “July 1, 2005- December 31, 2006.”

Type of Application:

All applicants should check “New.”

If your initiative is a one-time request and you will not apply for continuation funding for this project in future grant cycles, you should also check "One-time request."

Project Director, Project Administrator, and Finance Director:

Project Director: List the person at the project or local level whom DCJS can contact, if further information is needed. Typically, the Project Director is the senior staff person responsible for the day-to-day activities of the grant project.

Project Administrator: List the person who has authority to formally commit the local program, the locality, or the state organization to complying with all the terms of the grant application. Typically, the Project Administrator for a non-profit agency is the President of the Board of Directors. For a local unit of government, the Project Administrator is usually the city manager or county administrator.

Finance Officer: List the individual who will be responsible for fiscal management of the funds. Typically, the Finance Officer for a non-profit agency is the Treasurer of the organization.

Note: *The three people listed on the cover sheets must be three separate individuals. One of these individuals should be a person outside of the funded organization (for example, a Board officer or government official). It is very important that you provide fax numbers and email addresses as well as phone numbers for each person above.*

Brief Project Summary:

Provide a short summary of the proposed project. This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate the specific number of people that will to be impacted by your program in the proposed grant period. This number can be the anticipated number of victims served by the program, the anticipated number of participants in a training initiative, or another specific, determinate outcome.

For example:

The Harristown Sexual and Domestic Violence Advocacy Program (HSDVAP) is requesting funds from the VDVVF for a part-time Hispanic outreach advocate (HOA). The HSDVAP anticipates serving 60 domestic violence victims, 20 sexual assault victims, and 20 stalking victims between July 1, 2005 and December 31, 2006. During the grant period, it is projected that the HOA will attend 18 events or meetings in the Hispanic community.

Statewide programs should also provide a description of their proposed projects.

For example:

The Virginia Law Enforcement Association is requesting funds to conduct statewide training on law enforcement response to sexual assault for 160 officers between July 1, 2005 and December 31, 2006. Training topics will include dynamics of sexual assault, model law enforcement response to sexual assault, and a coordinated community response to sexual assault.

Project Budget Summary:

Provide total figures from itemized budget categories. Verify that these figures match the budget totals on the budget category itemization pages. Round all figures to the nearest dollar.

The VDVVF is supported entirely by state funds; therefore, all amounts should be placed in the columns marked "State" and "Total."

Itemized Budget:

Itemize all budget amounts and place in appropriate category for each line item. Each item should reflect expenditures for an eighteen-month grant period. Round all figures to the nearest dollar.

The VDVVF is supported entirely by state funds; therefore, all amounts should be placed in the columns marked "State" and "Total."

If the initiative is requesting funds for positions that do not presently exist, please list "To Be Hired" under the column requesting the names of employees.

Instructions for Completing the Budget Narrative

10 points

All applicants must explain the reasons for *each* requested budget item and how requested amounts were determined. A line-item budget narrative is required. Requested items not thoroughly justified will not be approved for funding.

Note: Applicants must document that the personnel costs and items requested are for the exclusive use of the program or staff supported with the DVVF grant. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for VDVVF project related activities. However, grant funds can support a pro-rated share of such an item. For example, if a program requests a new computer to be shared by a part-time VDVVF advocate and another non-VDVVF funded advocate, only fifty percent of the cost of the computer can be requested through this grant.

Personnel

Personnel costs for an eighteen-month period should be requested.

- **For salaries:** List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee.

Job descriptions and qualifications for positions to be funded through this project should be attached.

- **For employee benefits:** Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Budgets should take into account time needed to acquire new staff and the changing demands for personnel during the course of the project. Provide percentages used in calculating benefits for each employee. The following format should be used to detail employee benefits. List benefits for each employee separately.

For example:

Salary	\$30,000
Fringe	
FICA (6.2%)	\$1,860
Medicare (1.45%)	\$435
Retirement (7.5%)	\$2,250
Life Insurance (.98%)	\$294
Health Insurance	\$3,000
Dental Insurance	\$180
Workers' Comp (.12%)	\$36
Fringe Benefit Total	\$8,055
Total Personnel	\$38,055

Consultants

- **For individuals to be reimbursed for personal services on a fee basis:** List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. An individual consultant's rate must not exceed \$450.00 per day.
- **For organizations, including professional associations and educational institutions, performing professional services:** Indicate type of services being performed and estimated contract price.
- **Consultant Travel and Subsistence:** Estimate actual cost. The cost must be reasonable and it should also adhere to the state or local travel policy. Maximum mileage rate is .325 cents a mile.

Requests for consultants will be very carefully scrutinized. Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness will consultant fees be approved.

Travel

Travel costs for an eighteen-month period should be requested.

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Subgrantees must follow local or state travel policy. Transportation costs, such as air and rail fares, are at coach rates. Mileage rate is .325 cents a mile. Justify travel by explaining its relevance to job duties.

Requests for funding to support attendance at national level trainings will **not** be considered.

Applicants are encouraged to request funding to support attendance at DCJS sponsored victim assistance training events. The following two training events are strongly recommended for VDVVF grantees.

<i>Event</i>	VDVVF Program Management	VDVVF Grant Application Training
<i>Place</i>	Richmond	Richmond
<i>Time</i>	3 days, February/March 2006	1 day, Richmond, July/August 2006
<i>Registration</i>	\$100	\$15

Applicants may also request funds to attend non-DCJS sponsored training events that are relevant to goals and objectives articulated in their applications.

Equipment

DCJS strongly encourages applicants to request only equipment that is essential to the program. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

Each item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items will provide or enhance services to victims of or children affected by domestic violence, sexual abuse, stalking, or family abuse. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for project related activities. However, grant funds can support a pro-rated share of such an item.

All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.

Supplies and Other Operating Expenses

Supplies and other operating expenses for an eighteen-month period should be requested.

All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, printing, photocopying, postage, brochures, books and other victim-related materials, and telephone).

For each itemized cost, show the basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone -- long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained (e.g. the photocopying cost estimate was determined based on factors including X number of staff; Y number of community presentations; Z average monthly cost of copies, etc.)

DCJS discourages requests for office space rental. DCJS will closely scrutinize office space rental requests. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds.

DCJS will also carefully examine equipment maintenance requests. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. Applicants should describe efforts to secure non-grant funds to support maintenance expenses.

Indirect Costs

Indirect costs are not allowed.

Cash/In-Kind Support from Sources Other Than Grant Program Sustaining This Project

Applicants may list source and amount of cash and in-kind support from the other sources that sustain this project. Applicants can add an attachment of this listing if more space is required. Applicants are reminded that no matching funds are required by the VDVVF.

Instructions for Completing the Project Description

85 points

The Project Description, including Project Overview, Need Justification, Goals and Objectives, Implementation Plan, and Evaluation Plan, must be no longer than **15 pages**. All applicants must adhere to page limitations of each section of the Project Description. The Project Description should be **double spaced and completed in Ariel 12 font.**

Label each section (i.e. Program Overview, Goals and Objectives, etc.) and provide the letter of each question or requirement. Limit miscellaneous attachments that are not specifically outlined in the project description.

Project Overview 10 Points

3 page maximum

- a) What is the overall goal of the project?
- b) How will the project provide services to victims of and/or children affected by domestic violence, sexual abuse, stalking and family abuse?
- c) How will these activities improve safety for victims of and/or children affected by domestic violence, sexual abuse, stalking and family abuse?
- d) What activities will your program implement with this grant to address domestic violence, sexual assault, stalking, and/or family abuse?
- e) When will the activities take place?

- f) What jurisdictions will benefit from these activities? Indicate if statewide.
- g) How many clients will this project serve during the 18-month grant period?
- h) Are there other programs in your service area that provide services to victims of and/or children affected by domestic violence, sexual abuse, stalking and family abuse? What services do these programs provide?
- i) *If you are proposing an initiative to improve services to victims of sexual assault, do you participate on, or staff a sexual assault response team? Who are the other participants? Have you developed any local protocols to address sexual assault?*
- j) *If you are proposing an initiative to improve services to victims of domestic violence, do you participate on, or staff a coordinated community response to domestic violence? Who are the other participants? Have you developed any local protocols to address domestic violence?*
- k) Has your agency or community developed any protocols to address stalking?

Need Justification 40 points

2 page maximum

- a) Describe the need for the program and the persons to be served.
Applicants may include statistics from their local victims services program(s), law enforcement agency, or prosecutor's office, as well as court records and/or crime statistics.
- b) Document how the need or demand for these services exceeds those available.
Document how the present training or services are not meeting the needs of the recipients, i.e. not extensive enough, too far away, too expensive, do not exist, etc. If applicable, document the number of victims that are unserved or underserved.
- c) Describe how the services provided will be designed/coordinated to lessen the possibility of duplication of effort.
- d) Describe in what ways, if any, your VDVVF initiative will address one or more of the funding priorities listed on pages 2 and 3.

Goals and Objectives 20 points

5 page maximum

Each applicant is required to provide goals, objectives, activities, and performance measures. Goals and objectives should clearly and thoroughly reflect all activities that the project will accomplish.

Complete Attachment 2 for each objective.

The purpose of quantifying this information is to establish a process for evaluating the manner and extent to which programs, projects or initiatives achieve their stated objectives (comparing EXPECTED results with ACTUAL results). Consequently, objectives and performance measures will be used to evaluate your program and the overall impact of Virginia Domestic Violence Victim Funds.

Implementation Plan **10 points**

3 page maximum

- a) Provide a timeline that includes all activities listed in your goals and objectives.
The timeline must clearly show if the program will be completed by December 31, 2006 or require ongoing funding beyond that date.
- b) Who (which agency and/or which staff position(s)) is responsible for implementation? Provide an organizational chart of all agency employees.
This chart should show how your agency and program fit into the larger picture in your community. Specifically show how this project and staff fit within your agency.
- c) Describe how activities will be coordinated across the various elements of the criminal justice system and victims services.
This includes community coordinating councils or other regular meetings with other agencies' staff. Submitting only cooperative agreements in response will not suffice.

Evaluation Plan **5 points**

2 page maximum

All applicants are required to provide DCJS with an evaluation plan to assess the project goals and objectives.

- a) Describe any gaps in services you have identified.
- b) What type of barriers or obstacles have you encountered?
- c) Attach a copy of the survey your program/organization plans to use to obtain feedback from those impacted by your project (i.e. client satisfaction survey, training evaluation).
- d) What data will you collect on a regular basis? Who will collect the data? How often will it be collected? Describe how you will use this information to modify your program and educate your service area on the services offered by your program. Provide an assurance that the program will report quarterly to DCJS using the forms provided in the grant award package. Reporting forms will be available on the DCJS website (www.dcjs.virginia.gov) beginning April 1, 2005.
- e) Describe how you will determine the overall effectiveness of your program.

Cooperative Agreements

5 points

Cooperative agreements should be established with the agencies listed below **in each locality** you are serving. If your project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Cooperative agreements should include specific roles and responsibilities of each agency signing the agreement. Each cooperative agreement should have an implementation date, a review date and be signed by persons who have the authority to implement the agreement.

Projects are required to have cooperative agreements with the following agencies:

Law enforcement agencies
Sexual assault crisis centers
Victim/Witness programs

Prosecutors' offices
Domestic violence programs

Depending on the objectives of the project, cooperative agreements with the following agencies are also encouraged:

Court service units
Medical professionals
Legal aid offices
Mental health offices

Forensic nurse examiner programs
Social services
Offender treatment programs

Applicants should include copies of signed cooperative agreements.

If cooperative agreements cannot be made with a particular agency, explain why and describe future plans to foster a relationship with the agency.

General Grant Conditions and Assurances

Applicants should include the General Grant Conditions and Assurances (Attachment 3) signed by the Project Administrator.

Attachments

Attachment 1A:	Grant Application Form Cover Sheet
Attachment 1B:	Grant Application Form Itemized Budget
Attachment 2:	Goals and Objectives
Attachment 3:	General Grant Conditions and Assurances
Attachment 4:	Grant Application Checklist